

CONVENTION SERVICES and FACILITY RENTALS

- ☐ **Fort Worth Convention Center**
- ☐ **Water Gardens Events Plaza**
- ☐ **Will Rogers Memorial Center**
- ☐ **Facility Rentals**
 - Fort Worth Convention Center
 - Water Gardens Events Plaza
 - Will Rogers Memorial Center
 - Fort Worth Botanic Garden
 - Fort Worth Nature Center & Refuge
 - Fort Worth Zoo
 - Community Centers
 - Parks
 - Libraries
- ☐ **Public Accommodation Discrimination**

☐ **Fort Worth Convention Center**

The Fort Worth Convention Center spans 14 blocks of the city's Central Business District and is within easy walking distance of downtown hotels, restaurants, and entertainment. Recently expanded facilities include additional exhibit space, a beautiful new 30,000 square foot ballroom and meeting rooms. The new Water Gardens Events Plaza links the Fort Worth Convention Center and Water Gardens.

What kinds of events are held at the Fort Worth Convention Center?

The Convention Center hosts a wide range of events, including:

- Conventions
- Conferences
- Sporting events
- Concerts
- Trade shows and consumer shows
- Banquets, receptions and special events
- Corporate meetings

How do I find out about future events at the Convention Center?

To receive a monthly calendar of events call (817) 392-MEET.

☐ **Water Gardens Events Plaza**

The recent Fort Worth Convention Center expansion relocated the main entrance of the facility to the south end, which provides a unique opportunity to enhance the Water Gardens' utilization and visibility.

Water Gardens Events Plaza can be utilized in conjunction with scheduled events and when event activities allow. The plaza may be leased for private functions.

☐ **Will Rogers Memorial Center**

The center covers 85 acres in the heart of the Fort Worth Cultural District and includes Will Rogers Coliseum, the Landmark Pioneer Tower and the Will Rogers Auditorium, which was built in 1936.

What kinds of events are held at Will Rogers Memorial Center?

The center hosts a wide range of events, including:

- Southwestern Exposition and Livestock Show
- International Equestrian Events
- Trade and Consumer Shows
- Livestock Events
- Concerts and Theatrical Events
- Sporting Events
- Banquets, Receptions and Special Events

Fort Worth Convention Center

1201 Houston St.
Fort Worth, TX 76102
(817) 392-MEET (6338)

Sales/Booking Office Open:
Monday-Friday 8 a.m.–5 p.m.

To book your event or receive the
monthly calendar of events call:
(817) 392-MEET (6338)

Facilities open as needed during events
– days and hours vary

Water Gardens Events Plaza

1301 Houston St.
Fort Worth, TX 76102
(817) 392-MEET (6338)

Will Rogers Memorial Center

3401 W. Lancaster Ave.
Fort Worth, TX 76107
(817) 392-SHOW (7469)

Sales/Booking Office Open:
Monday-Friday 8 a.m.–5 p.m.

To book your event or receive the
monthly calendar of events call:
(817) 392-SHOW (7469)

Facilities open as needed during events
– days and hours vary

How do I find out about future events being held at Will Rogers Memorial Center?

To receive a monthly calendar of events call (817) 392-SHOW (7469).

Adjacent to Will Rogers Memorial Center are diverse educational entertainment and cultural facilities, including five major museums. At the front entrance of the center is a Visitor Information Center.

❏ Facility Rentals

What city facilities are available to rent?

- Fort Worth Convention Center
- Water Gardens Events Plaza
- Will Rogers Memorial Center
- Fort Worth Botanic Garden
- Community Centers
- Parks
- Libraries

Fort Worth Convention Center

What kinds of facilities are available for rent at the Convention Center?

- Arena
- Ballroom
- Exhibit Hall
- Meeting Rooms

How do I reserve a room at the Convention Center?

For rental information, contact the booking coordinator at (817) 392-MEET (6338).

Water Gardens Events Plaza

How do I reserve the Water Gardens Events Plaza for an event?

For rental information, contact the booking coordinator at (817) 392-MEET (6338).

Will Rogers Memorial Center

What kinds of facilities are available for rent at Will Rogers Memorial Center?

- Auditorium
- Ballroom
- Coliseum
- Equestrian Center
- Exhibits Hall
- Livestock Barns
- Meeting Rooms

Facility Rentals

Fort Worth Convention Center

1201 Houston St.
Fort Worth, TX 76102
(817) 392-MEET (6338)

Water Gardens Events Plaza

1301 Houston St.
Fort Worth, TX 76102
(817) 392-MEET (6338)

Will Rogers Memorial Center

3401 W. Lancaster Ave.
Fort Worth, TX 76107
(817) 392-SHOW (7469)

Fort Worth Botanic Garden

3220 Botanic Garden Blvd.
Fort Worth, TX 76107
(817) 871-7686

Fort Worth Zoo

For information call (817) 759-7326

Community Centers

For information call Parks and Community Services at (817) 871-5700.

City Parks

- Automated park reservation
(817) 871-5757
- Park reservation (817) 871-5718
Monday - Friday from 8 a.m. to 4:30 p.m.

Libraries

- Visit us online at www.fortworthlibrary.org to download the form

How do I reserve a facility at Will Rogers Memorial Center?

For rental information, contact the booking coordinator at (817) 392-SHOW (7469).

Fort Worth Botanic Garden**What kinds of facilities are available in the Fort Worth Botanic Garden Center for meetings and other events?**

Six rooms are available for rent, ranging from typical meeting rooms to a complete mini-conference facility with state-of-the-art audio-visual equipment. Room capacity is from 50 to 240, depending on the room selected and the type of event. Spacious kitchens are fully equipped to meet your catering needs. For more information, call the Botanic Garden at (817) 871-7673.

May I reserve a portion of the Botanic Garden for a special event?

The Botanic Garden or the Japanese Garden Pavilion may be rented for weddings, receptions, memorials, parties and other similar events. Call the Botanical Society at (817) 763-0724 for information regarding the pavilion. For other locations at the Botanic Garden, call (817) 871-7673.

Fort Worth Nature Center & Refuge**What kind of facilities are available at the Fort Worth Nature Center & Refuge for meetings and other events?**

The Nature Center is perfect for medium-to-small gatherings and retreats. The auditorium at the Hardwicke Interpretive Center comfortably accommodates up to 75 people and has direct access to hiking trails and scenic views. A smaller, more intimate room is available for rentals at the Refuge Service Center. For more information call the Hardwicke Interpretive Center at (817) 237-1111.

Fort Worth Zoo**For what types of events can the Fort Worth Zoo be rented?**

- Meetings
- Company outings
- Rehearsal dinners
- Parties

What facilities are available for rent at the Zoo?

- Café
- Gallery
- Pavilion
- Zoo

To rent the entire zoo, you must have a minimum of 3,000 people. For rental information, please call (817) 759-7300.

Community Centers

Fort Worth has 21 municipally owned community centers located throughout the city with space available for rental.

How do I reserve a room at one of the city's community centers?

Community center rooms are available to rent for private events such as birthday parties and wedding receptions. Neighborhood associations and neighborhood advisory councils may meet monthly, at no cost, at community centers when space is available. For more information call Parks and Community Services at (817) 871-5700.

Parks

Individuals and businesses may reserve a park facility for four hours for a fee ranging from \$35 to \$7,500, depending on the number of anticipated attendees. There is an additional fee for each additional hour or an all-day rental.

How do I rent a park facility?

For more information or to make a reservation, call:

- Automated park reservation (817) 871-5757
- Park reservation (817) 871-5718 Monday - Friday from 8 a.m. to 4:30 p.m.

Libraries**How do I rent a library meeting room?**

Meeting rooms are available at the Central, Southwest Regional, East Regional, Diamond Hill/Jarvis, Shamblee and Summer Glen libraries. Charges are nominal and range from \$15 to \$60 per hour depending on the library location, rental time and renting organization (profit, non-profit). The Central Library allows after hours rental.

If you want to reserve a room:

1. Go to www.fortworthlibrary.org
2. Click on meeting rooms
3. Select the meeting room that meets your needs and contact the library directly to schedule and make payment.

☐ **Public Accommodation Discrimination**

What is public accommodation discrimination?

It is unlawful for any person, or any employee or agent thereof, to discriminate against, withhold from, or deny to any person because of race, color, religion, sex, national origin, age, disability, or sexual orientation any of the advantages, facilities, or services offered to the general public by a place of public accommodation.

What can I do if I believe that I have been denied public accommodations?

A charge of discrimination can be filed with the Community Relations Department. Call (817) 392-7525 for additional information.

Who can a charge of public accommodation discrimination be filed against?

A charge can be filed against any person or any employee or agent of the public business establishment.

What types of actions could be considered discriminatory?

Actions that could be considered discriminatory include, but are not limited to withholding from, or denying to any person because of race, color, religion, sex, national origin, age, disability, or sexual orientation any of the advantages, facilities, or services offered to the general public.

What happens if I decide to file a charge of public accommodations discrimination?

After you schedule an appointment, an intake officer at the Community Relations Department will interview you. You will be asked to provide names of witnesses and documentary evidence to support your claim of discrimination. For additional information call (817) 392-7525.

What happens after the intake process?

The Community Relations Department may conduct testing prior to notifying the respondent named in the charge of discrimination. The results of test or further investigation efforts are shared with both parties.